

**Reading Local Redevelopment Authority**  
**Penn Room**  
**Tuesday, September 30, 2008**

**Committee Members Attending:** V. Spencer, S. Marmarou, S. Fuhs, P. Coles, E. Rafaelli, J. Knockstead, M. Ballas

**Staff attending:** L. Kelleher, Point of Contact; G. Gontz, Project Manager

**Others Attending:** Berks Women in Crisis, Mary's Shelter

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Vaughn D. Spencer, Chair, called the Reading Local Redevelopment Authority (LRA) to order at 5 p.m.

**Staff Report**

Ms. Kelleher explained that the tour of the Navy Marine Facility was well attended. Tours were conducted in the morning for consultants who were considering submitting responses to the LRA's RFP seeking a land use consultant and in the afternoon for those who were considering submitting NOIs. She stated that approximately 13 consultant groups toured the facility. She explained the need to find a consultant experienced with BRAC properties. Through conversations with other LRA's in Pennsylvania she learned of an association that can provide support; the American Defense Communities (ADC). While visiting the ADC website she found consultants who had completed BRAC projects and direct mailed copies of the RFP to some of those groups in the northeast area of our country.

Ms. Kelleher stated that the LRA web page is up and running. She encouraged all to explore the site, as in addition to the minutes, agendas and public notices for the meetings, the site also contains some good educational materials.

**RFP for a Land Use Consultant**

Ms. Kelleher reported that at the tour some of the consultants requested opportunity to review the facilities ECP and CERFA before submitting a response to the RFP. These documents were too large to allow electronic transmission by Ms. Preston from the Navy. The documents were sent via Federal Express and uploaded. Due to this delay the submission date for the RFP was extended until Friday, September 26th.

Ms. Kelleher stated that 6 groups submitted responses. She distributed copies of the proposals to the members, along with a sheet outlining the RFP's scope of services, qualifications and requirements and a scoring sheet.

The group discussed the review process and decided that they would be prepared to discuss the proposals in two weeks. Mr. Spencer announced that the meeting to review the RFP responses will be in an executive session on Tuesday, October 14 at 5 p.m.

### **Other Business**

Ms. Rush, from Berks Women in Crisis, complained that the tour was too rushed to allow thorough review of the facility, which will limit the focus of the NOIs submitted. She stated that those attending planned on using the full 2 hours to take measurements. She stated that the Reading School District also complained and requested a second tour; however, their request was denied. Ms. Kelleher replied that as the facility is an active facility the Navy applied access limits. She stated that the Sergeant in charge asked that the group stay together and announced other restrictions. She stated that after noticing some groups in the second tour hanging back after the main group moved on, the Sergeant requested that Ms. Kelleher work to make sure that the tour group stays together. She noted that some of the groups in the second tour had visited the facility before.

Mr. Knockstead inquired if the County LRA completed all the necessary steps required under the BRAC process. Mr. Gontz explained that he worked with the County LRA and assisted them in completing all the required steps. Mr. Spencer stated that the Mayor, Managing Director and President of Council participated on the County LRA. He stated that as the County LRA held their meetings during the business day, Ms. Kelleher attended in his place. Ms. Kelleher stated that the County LRA only held 4-6 meetings. She stated that Commissioner Schwank asked her to take minutes for the LRA after the 3rd or 4th meeting.

Mr. Knockstead inquired if the documents and advertisements prepared by the County could be posted on the City LRA webpage. Ms. Kelleher stated that she would attempt to locate the documents and ask that the City Webmaster post them. Mr. Gontz offered to assist.

As no further business was brought forward, the Reading LRA meeting was adjourned.

*Respectfully submitted by Linda A. Kelleher, City Clerk*